



# ***West Virginia National Guard Human Resources Office Bulletin***



**Bulletin Number: 13-03**

**Date: 10 July 2013**

**Applicability: National Guard (NG) Technician Supervisors**

## **\*Updated Furlough Information\* Time Card Codes and Compensatory Time during Furlough**

**Subject:** Administrative Furlough

**References:** Office of the Assistant Secretary of Defense Memorandum, Supplemental Guidance for the Department of Defense Civilian Employees during and Administrative Furlough, dated 21 May 2013; OPM Guidance for Administrative Furlough 10 June 2013; NGB Guidance updated 12 April 2013; Administrative (Discontinuous) Furlough Time and Attendance Processing Fact Sheet dated 13 June 2013

**Effective Date:** 8 July 2013

**Use:** This is an update to WV National Guard Human Resources Office Bulletin 13-01, dated 14 June 2013.

### **1. Leave Without Pay**

**\*\*All** leave type codes for LWOP (KG/ KA/ KE) may be used to account for the 88 hour furlough requirement. Employees performing Military Leave without Pay in an approved military duty status (AT, IDT, IADT, MUTA, School, etc) may now be coded "KG (Military Leave without Pay)" which will count toward the mandatory 88 hour furlough requirement.

### **2. Documentation**

An OPM Form 71, Request for Leave or Approved Absence or in lieu of (ILO) documentation is required as a Time and Attendance (T&A) report substantiating document for intermittent use of LWOP hours.

OPM 71: The technician would annotate in Block 4, Type of Leave/ Absence, check Leave without Pay, and fill in the Date(s), Time and Total Hours just as with any other leave request. The technician signs the form, the Supervisor approves, and the timekeeper uses the form as a substantiating document to enter "KE/ KG" hours into the T&A system.

ILO Documentation: A memorandum for record detailing the specific days of the technician's furlough throughout the furlough period will suffice as a T&A report substantiating document ILO the OPM 71.

### **3. Compensatory Time Earned**

During the FY 13 administrative furlough, commanders and supervisors may approve compensatory time that is only mission critical. During the furlough period, every effort should be made to mitigate mission and readiness impacts, the greatest extent possible, by controlling leave and absences for all National Guardsmen, AGRs and Technicians alike.

Any approval of compensatory time **MUST** be documented in advance of the time and date on which the work is to be performed, in writing, signed and dated by the supervisor using the NGB 46-14. The approval will also set forth the purpose of the compensatory work, the rationale concluding the work meets the criteria set forth above, and the number of hour's compensatory time authorized. All compensatory time earned will be tracked, and supervisors are required to email the NGB 46-14's to the Human Resource Office following each pay period which compensatory time was performed.

If compensatory time is earned during a period where furlough hours were taken, Defense Civilian Pay System (DCPS) will automatically convert Compensatory Time Earned (CE) to Regular Entitlement (RP) in a biweekly pay period that contains the furlough hours taken. Below are three examples:

(1) A Technician has 16 hours of "KE" and works 16 hours of "CE". The DCPS will convert those 16 hours of "CE" to "RP", and the technician receives a full bi-weekly pay.

(2) A Technician has 16 hours of "KE" and works 20 hours of "CE". The DCPS will convert 16 hours to "RP". The technician receives a full biweekly pay and 4 hours of CE.

(3) A Technician has 16 hours of "KE" and works 4 hours of "CE". DCPS will convert 4 hours of "CE" to "RP". The technician will be credited with only 12 hours of furlough during that pay period, and will receive regular pay for the 4 hours worked.

Careful consideration should be given to the timing of compensatory time earned and scheduled furlough days. Supervisors may need to reschedule a technician's furlough days/ hours if they are required to work compensatory time during the pay periods containing furlough hours in order to meet the 88 hour requirement.

**Note:** Travel Compensatory Time Earned "CB" does not convert to "RP".

### **4. Leave Accrual Reduction**

A fulltime Technician on an 80-hour bi-weekly work schedule will not earn annual "LA" or sick "LS" leave for the pay period in which they accrue a total of 80 non pay hours within a leave year. This will occur once for a Technician by 30 September 2013. The DCPS tracks non pay hours, and once the Technician accrues a total of 80 non pay hours in a given pay period, the DCPS will cut back the accrual of that pay period ending; i.e. 4, 6, or 8 hours of "LA", and 4 hours of "LS". Once the cutback occurs, the tracking starts all over again.

### **5. Leave and Earnings Statement**

Technicians may identify their furlough hours on their Leave and Earnings Statement. Furlough will appear on its own line in the Leave Section and Furlough will appear in the TYPE column, and the hours will appear in the USED PAY PD column.

## **6. Insufficient Pay**

The order of precedence for civilian Federal employees applies only when gross pay is not sufficient to permit all deductions; it will be used to determine the order in which authorized deductions from an employee's pay will be processed. The order of precedence for the top seven deductions is:

- (1) Retirement
- (2) Social Security (OASDI) Tax
- (3) Medicare Tax
- (4) Federal Income Tax
- (5) Federal Employees Health Benefits
- (6) Federal Employees Group Life Insurance
- (7) State Income Tax

## **7. Additional Resources**

All references above, and other helpful information may be found on the HRO website at [www.wv.ngb.army.mil/jobs](http://www.wv.ngb.army.mil/jobs), under the Furlough Information Tab.

Your point of contact is the Employee Relations Specialist at (304) 561-6431.

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